

**SCOPE OF WORK  
JANITORIAL**

**Dillingham AF Transient Quarters  
FY 12**

All work described herein shall be done in accordance with the following specifications and standards. Appendix A lists the rooms and estimated square footage. Most service can be performed any time during the hours of 4:30 p.m. and 10 p.m., excluding holidays, except that work, which would have normally been done on the holiday, shall be done the following day, in addition to that day's normal duties. All work shall be performed on a **call-as-needed** basis.

**COR: Sherry McCown  
FAA, POG Logistics, North  
301 E. 56<sup>th</sup> Avenue  
Anchorage, AK 99518**

**(907) 269-1415  
(907) 269-1305**

All equipment and supplies required for contract performance shall be Contractor-furnished. To include toilet paper and hand soap.

Work shall be limited to Dillingham, AK AF Transient Quarters located on VOR road.

Additionally, the Contractor shall provide the COR with a written schedule of when work such as carpet cleaning, floor waxing, etc., shall be accomplished. The Contractor shall provide the COR with forty-eight hours written notification when work such as carpet shampooing shall be performed so that miscellaneous items can be picked up or removed from area to be cleaned.

**A. Each call-out:** To be performed on a day agreed upon by the COR and Contractor between the hours of 4:30 p.m. and 10:00 p. m.

1. Item: **Floor, tile**

Specifications: Vacuum, sweep, or dust mop all tiled floors. Mop with a detergent solution. Remove all spots, stains, marks, and streaks with an appropriate cleansing agent from floors, baseboards, doorjambs, cabinets, and furniture legs.

Standard: A properly cleaned and mopped floor is free of all deposits, stains, streaks, film, and brush marks.

2. Item: **Floors, carpeted**

Specifications: Vacuum carpeting with an industrial-type vacuum and inspect for spots. When spots appear, remove with an appropriate industrial grade spot-removing solution using manufacturer's recommended techniques. This is to include entrance mats at front and rear entrances.

Standard: A properly spot-cleaned, vacuumed rug or carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

3. Item: **Waste receptacles**

Specifications: Empty all waste from waste receptacles into contractor-furnished plastic bags and wipe receptacles inside and out as necessary. Waste receptacles, which have been lined with a plastic bag, are not required to be wiped provided no leakage has occurred. Plastic liners are to be changed when stained or soiled. Contractor responsible for removal of trash from premises.

Standard: A properly cleaned waste receptacle and plastic liner is free of all waste residues.

4. Item: **Kitchen**

Specifications: Wash countertops, cabinets, exterior of cooking range, refrigerator, microwave, and sink with appropriate cleaning solution. Wipe dry with a lint free cloth.

Standard: a properly cleaned kitchen is free of marks, streaks, spots, dust, dirt, debris, and odor and has a uniformly clean bright appearance.

5. Item: **Restrooms**

Specifications: Damp wipe all washbasins, faucets, tubs, showers, dispensers, plumbing fixtures, tops and bottoms of toilet seats, pipes, walls, in immediate area of washbasins, with a solution of water, detergent, odor eradicant, and germicide. Pour a quantity of the solution into each toilet bowl and clean with a bowl brush. Remove stubborn stains in washbasins, tubs, and showers with a chlorinated powder. Remove lime deposits, rust, or other stains from toilet bowls and urinals with an acid-type cleaner. Damp wipe all cleaned surfaces with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean mirrors with a commercial glass cleaner and polish with a lint-free cloth. Fill toilet paper dispensers, and check to ensure proper operation. Vacuum floors and mop with a solution of water, detergent, odor eradicant, and germicide.

Standard: A properly cleaned restroom is free of all streaks, stains, deposits, and odors.

6. Item: **Dusting**

Specifications: Dust all wood, plastic, metal furniture, radiators, windowsills, doorsills, banisters, and TVs with appropriate cleaner/tools. Remove all spots and stains with a damp cloth. Equipment such as radios, computers, projectors, and electronic equipment, sitting or stored on shelves and tables is not to be dusted, moved or handled.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint, and cobwebs.

7 Item: **Laundry**

Specifications: Remove all used linen from beds and replace with clean linens. Wash and dry linens, bath towels/cloths, mats, and dish towels with appropriate laundry detergent in FAA provided washer and dryer. Fold and place in appropriate storage area

Standard: A properly made bed has clean linen, has smoothly tucked linen with blankets and bedspread neatly covering the bed. Properly laundered linens, bath towels/cloths, mats and dish towels are free of odor, stains, marks, and has a fresh clean smell – is folded and placed in the proper storage place.

8. Item: **Janitorial storage area and laundry room.**

Specifications: Properly clean and keep in orderly condition. Damp wipe washer and dryer with an appropriate cleaning solution. Remove any dust, marks, streaks, build-up deposits, and lint.

Standard: A properly cleaned and orderly janitorial storage/laundry room is free of all dirt, grime, and cobwebs. Brooms and vacuums should be stored securely to prevent accidents.

9. Item: **Exterior area and front/rear steps**

Specifications: Scrape clean of ice and snow if required. Clean entryway of dust, dirt, and debris.

Standard: A properly cleaned area is free of ice and snow, and dust, dirt, debris.

**B. Quarterly**

1. Item: **Blanket and bedspread laundering**

Specifications: Remove and wash all blankets and bedspreads from beds and wash, dry, using appropriate detergent and replace on beds.

Standards: Properly laundered blanket and bedspread is free of dirt, marks, and is fresh smelling with bright clean appearance.

2. Item: **Cooking range**

Specifications: Clean cooking range oven with a proper oven cleaner, rinse with warm water, and wipe dry with a clean cloth.

Standards: A properly cleaned cooking range is free of food debris, grease, and odor.

**C. SEMI-ANNUALLY:** To be performed in April and September.

1. Item: **Windows, inside and outside**

Specifications: Wash all windows on the inside. Wipe away all spillage, drippings, and stains immediately with a damp cloth. When temperatures are below 30 degree F, add an appropriate alcohol or chemical to the solution to prevent freezing.

Standard: A properly cleaned window is free of all smudges, streaks, and film.

2. Item: **Carpet cleaning**

Specifications: After vacuuming, shampoo the carpet using an industrial-grade rug cleaner, using manufacturer's recommended techniques. The time accomplishment will be agreed upon between the contractor and the Contracting Officer's Representative.

Standard: A properly shampooed carpet is free of all streaks, stains, and matted areas, and has a uniformly bright appearance.

3. Item: **Floors, tile, waxing**

Specifications: Strip all old wax from tiled floor using an appropriate industrial-grade wax remover. Remove all marks and stains with an appropriate cleansing agent. Rinse with clean water to remove all wax. Wax using the manufacturer's recommended type and technique. Buff to a uniform gloss. Remove all deposits from furniture legs, cabinets, lockers, appliances, baseboards, doorjambes, and kick plates.

Standard: A properly cleaned, waxed and buffed floor is free of all marks, stains, streaks, and wax buildup, and has a uniformly bright appearance.

4. Item: **Walls, doors, woodwork, venetian blinds.**

Specifications: Dust and spot clean all walls, ceilings, vents, doors, woodwork, light fixtures, and window blinds using an appropriate cleaning agent to remove all fingerprints, spots, stains, smudges, and cobwebs. Wipe away all stains, spillage, and dripping with damp cloth.

Standard: A properly cleaned wall, door, woodwork, light fixtures and window blind is free of all spots, stains, streaks, dust, cobwebs and film and has a uniformly bright appearance.

5. Item: **Cloth Furniture**

Specifications: Vacuum cloth furniture and remove marks, spots and debris with appropriate remover using recommended techniques.

Standard: A properly cleaned cloth furniture is free of dust, spots, marks, stuck on debris, and has a clean bright appearance.

**Appendix A**

Rooms

Floor Covering

Apprx Sq.  
Ft.